IC MEMORANDUM 09-20

TO: **KEHP Insurance Coordinators**

FROM: **Department of Employee Insurance (DEI)**

RE: **Open Enrollment and Benefit Fairs**

DATE: **August 21, 2009**

It's almost that time of year again: Open Enrollment for the Kentucky Employees' Health Plan. It will be here before you know it which means we are all busy with preparations for this eventful time of year.

The Department of Employee Insurance is working to make this a successful Open Enrollment for our coordinators and members. Following are some dates and information to assist you in preparing for Open Enrollment.

This year, Open Enrollment will once again be a MANDATORY, ACTIVE ENROLLMENT. This means each member must enroll in health insurance, Flexible Spending Account (FSA) and/or Health Reimbursement Account (HRA) plans.

Benefit Fairs will start on October 1st and end on October 15th. Please see the attached schedule for the fair closest to you. We are very excited this year to offer our members the opportunity to web enroll at select locations. This is a pilot program so this service is not available all fairs.

Open Enrollment will begin on Monday, October 12th and end at midnight on Sunday, October 25th, 2009. Coordinators will have until November 6th, 2009 to input their enrollment applications.

Also new for this year is a pre-enrollment planning tool, the "KEHP Benefits Analyzer." This is an online tool which will help our members make more informed benefit decisions by walking them through a short, easy-to-understand decision process.

If you have any questions, please feel free to contact our Member Services Branch at 888-581-8834 or our Enrollment Information Branch at 502-564-1205.

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: http://kehp.ky.gov

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KEHP Benefit Fairs

The dates, times, and locations of this year's eighteen KEHP Benefit Fairs are listed below. Representatives from the Kentucky Department of Employee Insurance (DEI), Humana and Express Scripts will be available at each Benefit Fair to answer any questions you may have about Open Enrollment for 2010. Attend the Benefit Fair closest to you!

This year, certain Benefit Fairs will feature **computer kiosks** for active employees (on a "first-come, first-served" basis) who need assistance (1) using KEHP's new, on-line, pre-enrollment planning tool, the "KEHP Benefits Analyzer"; or (2) enrolling on-line through KEHP's "Web Enrollment" system. Benefit Fairs offering **computer kiosks** are shown below.

Oct. 1
Franklin County
8:00 a.m. – 6:00 p.m.
Frankfort Convention Center
405 Mero Street
Frankfort, KY 40601

Oct. 1
Boyd County
2:00 p.m. – 6:00 p.m.
Boyd County Middle School Theater
1226 Summit Road
Ashland, KY 41112

Oct. 5
McCracken County
2:00 p.m. – 6:00 p.m.
Western KY Comm. & Tech. College
Crounse Hall Atrium
4810 Alben Barkley Drive
Paducah, KY 42001

Oct. 5
Kenton County
2:00 p.m. – 6:00 p.m.
Northern KY Area Development District
22 Spiral Drive
Florence, KY 41022

Oct. 6
Calloway County
2:00 p.m. – 6:00 p.m.
Calloway County Board of Education
Board Meeting Room
2110 College Farm Road
Murray, KY 42071

Oct. 6
Rowan County
2:00 p.m. – 6:00 p.m.
Rowan County Board of Education
Central Office Board Room
121 East 2nd Street
Morehead, KY 40351

Oct. 7
Christian County
2:00 p.m. – 6:00 p.m.
Christian County Board of Education
Board Room
200 Glass Avenue
Hopkinsville, KY 42240

Oct. 7
Boyle County
2:00 p.m. – 6:00 p.m.
Inter-County Energy Cooperative
1009 Hustonville Road
Danville, KY 40422

Oct. 8
Hopkins County
2:00 p.m. – 6:00 p.m.
Madisonville North Hopkins High School Library
4515 Hanson Road
Madisonville, KY 42431

Oct. 8
Madison County
2:00 p.m. – 6:00 p.m.
Madison Central High School Cafeteria
705 North Second Street
Richmond, KY 40475

Oct. 12 (Computer Kiosks)
Floyd County
2:00 p.m. – 6:00 p.m.
Prestonsburg Elementary Library
140 South Clark Road
Prestonsburg, KY 41653

Oct. 12 (Computer Kiosks)
Pulaski County
2:00 p.m. – 6:00 p.m.
The Center for Rural Development
2292 Highway 27 South
Somerset, KY 42501

Oct. 13 (Computer Kiosks)
Warren County
2:00 p.m. – 6:00 p.m.
Greenwood High School Library
5065 Scottsville Road
Bowling Green, KY 42104

Oct. 13 (Computer Kiosks)
Laurel County
2:00 p.m. – 6:00 p.m.
G.C. Garland Administration Building
London Elementary School Campus
710 North Main Street
London, KY 40741

Oct. 14 (Computer Kiosks)
Fayette County
4:00 p.m. – 8:00 p.m.
Dunbar High School Cafeteria
1600 Man-O-War Boulevard
Lexington, KY 40513

Oct. 14 (Computer Kiosks)
Daviess County
2:00 p.m. – 6:00 p.m.
Fairfield Inn Conference Room
800 Salem Drive
Owensboro, KY 42303

Oct. 15
Jefferson County
8:00 a.m. – 6:00 p.m.
Kentucky Fair & Exposition Center
West Hall Mtg Rooms 1 & 2
Louisville, KY 40233

Oct. 15 (Computer Kiosks)
Nelson County
2:00 p.m. – 6:00 p.m.
Nelson County High Library
1070 Bloomfield Road
Bardstown, KY 40004

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